



Department of Energy
Washington, DC 20585

<Current MMDDYYYY>

<Mr./Ms. Respondent Name>

<Account Name>

<Address Line 1>

<City>, <State> <Zip Code>

Reference: OMB NO. 1905-0205 (Expiration Date: 12/31/2023)

Dear <Mr./Ms. Respondent Name>,

The U.S. Energy Information Administration (EIA) is collecting <Survey Cycle Month> <Survey Cycle Year> data for the Monthly Crude Oil and Lease Condensate, and Natural Gas Production Report (EIA-914). The due date for <Survey Cycle Month> production data is <Due Date>.

Please log into the EIA [Survey Community Portal](#) to access the survey and submit your data. The survey can be accessed from the Survey Community Portal **Home** or **Surveys** tab. If you need information on how to submit your data, select the **Knowledge** tab and type in "914" to find Information Session materials that include a YouTube Video, a Power Point presentation and Frequently Asked Questions.

NOTE: These data are confidential and protected by the Confidential Information Protection and Statistical Efficiency Act (CIPSEA) (Pub. L. 107-347).

If you have any questions or concerns, please contact the U.S. Energy Information Administration, Customer Care Center via e-mail at EIA4USA@eia.gov, or call 1-855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 AM - 6:00 PM ET.

Sincerely,

Debra Coaxum
Director, Office of Survey Operations
U.S. Energy Information Administration
U.S. Department of Energy